



# ISD Physical Configuration Audit Checklist

**Number:** 580-CK-036-01

**Effective Date:** August 10, 2005

**Expiration Date:** August 10, 2009

**Approved By: (signature)**

**Name:** Joe Hennessy

**Title:** Chief, ISD

**Responsible Office:** 580/Information Systems Division (ISD)

**Asset Type:** Checklist

**Title:** ISD Physical Configuration Audit Checklist

**PAL Number:** 3.1.1.4

## Purpose

This checklist is to be used when conducting a software Physical Configuration Audit (PCA). A PCA verifies that a configuration item as built conforms to the technical documentation that defines it. This audit is generally performed prior to formal delivery of a product, and also prior to the Functional Configuration Audit (FCA).

## Scope

This checklist is to be used for all ISD mission software projects, including software projects that involve firmware.

## Roles and Responsibilities

### Product Development Lead (PDL):

Responsible for ensuring that the PCA audit is conducted properly. Also responsible for ensuring that all action items from this audit are tracked to closure.

### Independent Auditor:

Responsible for conducting the PCA.

NOTE: It is important that someone independent of the software system being audited conduct the PCA. Software Quality personnel can either lead the audit (as an external auditor) or participate in the audit with representatives from Software Configuration Management (CM) and Software Engineering.

## Change History

Version	Date	Description of Improvements
1.0	8/10/05	Initial version approved by CCB

Date(s) of Audit: \_\_\_\_\_ Project: \_\_\_\_\_

Independent Auditor(s): \_\_\_\_\_

Name and number of CI/Release examined: \_\_\_\_\_

Item #	Audit Question	Yes, No, N/A	Findings and Observations	Comments
PCA Baseline Documentation				
1	Has the organization responsible for the CI/CSCI provided the following prerequisite data for the Product Baseline:			
1a	Software product specification for each CI/CSCI?			
1b	Software Release Letter and/or Version Description Document (VDD)?			
1c	Updated software design documentation?			
1d	Software Requirements Specification(s)?			
1e	Interface Requirements Specification(s)?			
1f	A listing of approved and outstanding changes against the CI/CSCI?			
1g	A list delineating any deviations/waivers against the configuration item?			
1h	Software Operations and/or Maintenance manuals?			
1i	Software User's Manuals and/or User's Guide?			
1j	For firmware items (if applicable), identification of items to be accepted (by nomenclature, Specification Id number, CI Id, serial number, drawing & part number, code id number)?			
Baseline Audit Checklist				
2	Has a walkthrough/inspection been conducted on the design of each CSCI?			
3	Has a walkthrough/inspection been conducted on the code of each CSCI?			
4	Have the action items resulting from walkthroughs/ inspections been closed out?			

Item #	Audit Question	Yes, No, N/A	Findings and Observations	Comments
5	Does the CI/CSCI delivery media conform to the packaging/labeling requirements as defined in the SMP/PP?			
6	For firmware, are engineering change control numbers unique?			
7	For firmware, have the CIs been built in accordance with the approved specifications?			
8	Has the actual CI/CSCI delivery been examined to ensure that every item specified in the Release Letter and the VDD is physically included in the delivery?			
9	Is the Product Baseline of the deliverable software system defined and complete?			

Check one:

☐ Results reviewed satisfy the requirements and are accepted (see attached comments).

☐ Results reviewed do not satisfy requirements (see attached comments and list of deficiencies).

Approved by:

Date:

Name and number of CI/Release examined: \_\_\_\_\_